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ABSTRACT

This booklet is the tenth in a series of ten programed instruction units which was developed as a career related language arts program to teach library skills to junior high school students. The objective of this unit is for the student to read seven "paragraphs" on librarianship as a career, and complete tests and activities to demonstrate mastery of the subject matter. The paragraphs provide information on salaries, educational requirements, and personal qualities for a librarian, and the types of libraries in which a librarian may be employed. The booklet is illustrated with cartoons and drawings. (JAB)

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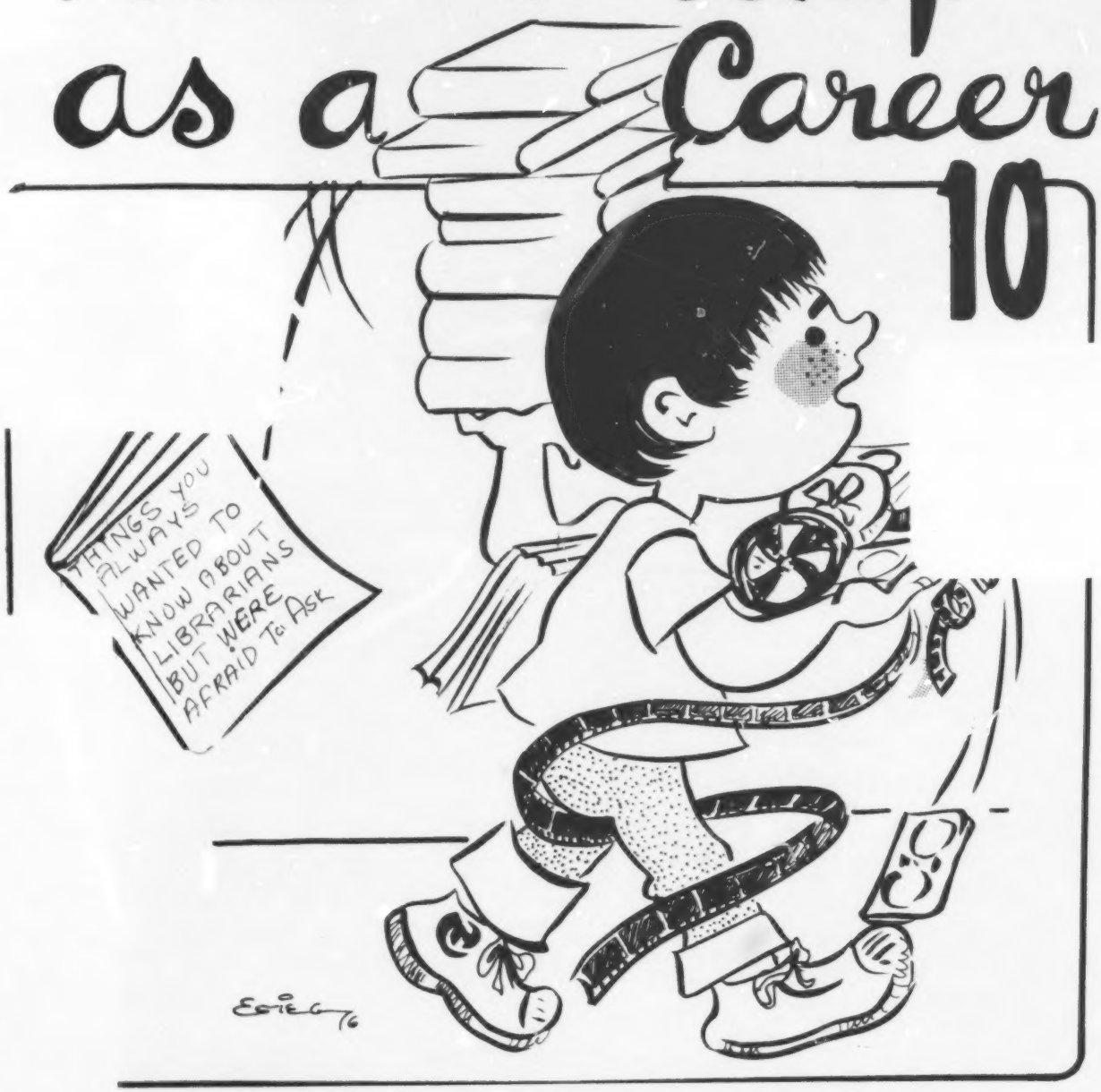
Junior High School

CAREER RELATED LANGUAGE ARTS

LIBRARY CAREERS

Librarianship as a Career

10



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LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

STUDENT OBJECTIVES:

You will:

1. Read seven paragraphs on the subject of librarianship as a career and complete a series of activities and tests to demonstrate a mastery of the subject matter.

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

EVERYONE READ

LIBRARIANSHIP AS A CAREER

CONTENTS

Paragraph 1.....Statistics on salary, occupational outlook

Paragraph 2.....Types of libraries

Paragraph 3.....Colleges and college requirements

Let's relax now with a puzzle!

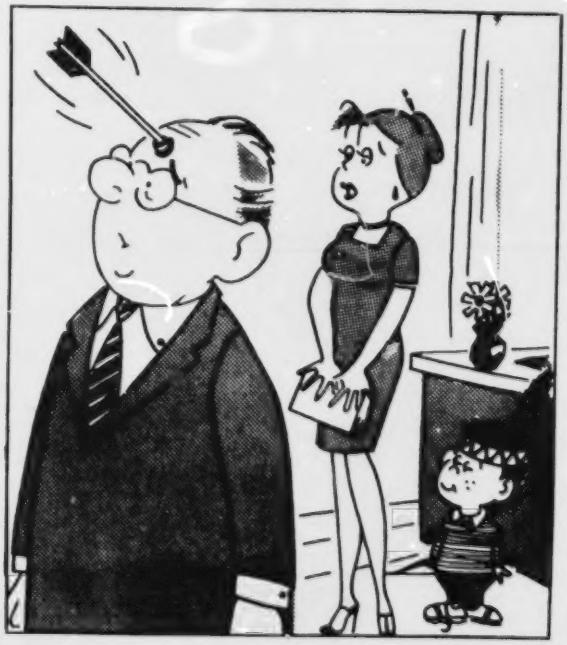
Paragraph 4.....Personal requirements for librarians

Paragraph 5.....What does a librarian do?

Paragraph 6.....History of books and libraries

Paragraph 7.....The world's great libraries

Terminology

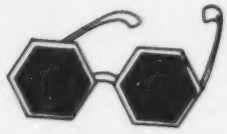


"We're so happy you could stop in and observe our unit on the American Indian, Mr. Milby."

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER



Paragraph 1

As a new library assistant you are getting a taste of a very interesting and rewarding field, LIBRARIANSHIP! Here is a little general information about this field. There are approximately 125,000 professional librarians in the U. S. as of 1972. There were also 25,000 library technicians. As of 1972-73 there were about 32,000 libraries in the U. S. The librarians made salaries ranging from $8,713 per year to $14,000. These are average salaries. Many salaries ranged lower or higher depending on length of service and type of position. As you can see, librarians will never be millionaires! But, they will probably love their work, as librarianship is not the sort of thing one goes into accidentally or casually. Since a person spends most of his life doing a certain type of work, it is of the utmost importance that the person really likes what he does! The Occupational Outlook Handbook for 1974-75 does say that the demand for librarians will be on the increase through 1985, especially in public and special libraries. This would be a fact that would be important to anyone thinking of going into the field.

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

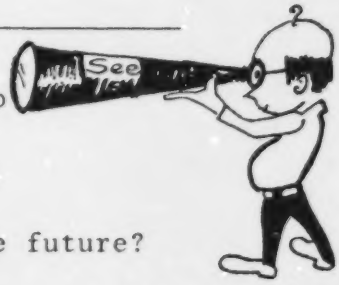
Now let's see what you know!

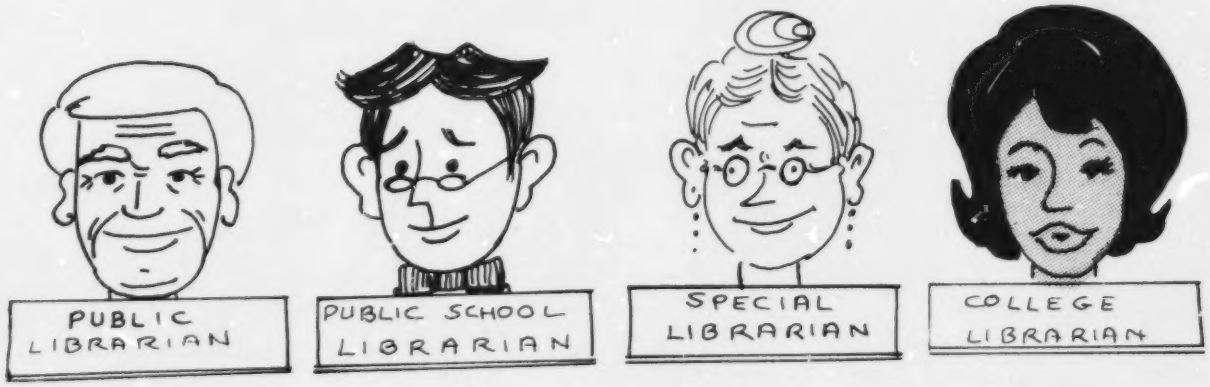
1. How many professional librarians are there in the U. S. today?_____

2. How many libraries are there in the U. S?_____

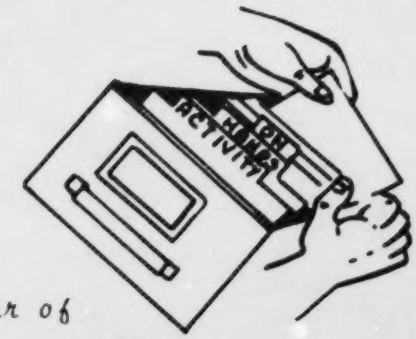
3. Average salaries range from_____to_____.

4. Will there be a need for more librarians in the future?_____





Fill in your face here



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COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Find three sources of information on the career of librarianship. These may be books, pamphlets, or audio-visual material. Bring the sources, open to the correct pages; show your librarian.

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Paragraph 2

There are four main types of librarians. One is the public librarian who works for an institution such as the Miami Public Library and its branches.

The second kind is the college librarian who might work in the library at the University of Miami, F.I.U., or Miami-Dade Community College.

A third kind of librarian works in the public schools. There are about 240 schools in Dade County, each with a library and at least one person on the library staff, depending on the size of the school.

A fourth type is the special librarian who works in a law library, a music library, a corporation library, etc. Special librarians have really two fields. For example, a qualified musician with a college degree in music might also have qualifications in library and thus be hired as music librarian in a large college or public library.

In addition to book librarians, there are today others known as media or AV (audio-visual) specialists. These people are primarily concerned with equipment such as film projectors and record players and such materials as filmstrips, records and tapes. Many librarians, especially in small schools, have to handle both books and audio-visual materials.

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

1. How many main types of librarians are there?_____

2. Special librarians have how many fields?_____

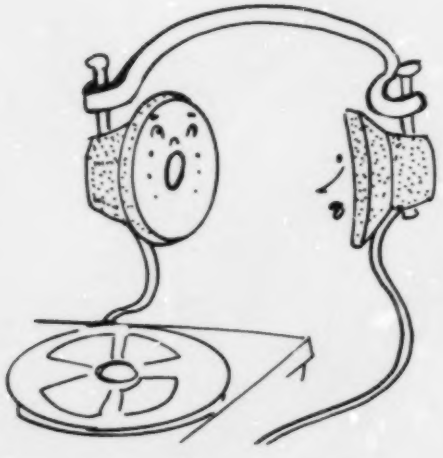
3. Name the main types of libraries._____

_____

_____

4. What are the librarians who work with audio-visual materials called?_____

5. Name one kind of special library._____



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COMMUNICATIONS: A & B

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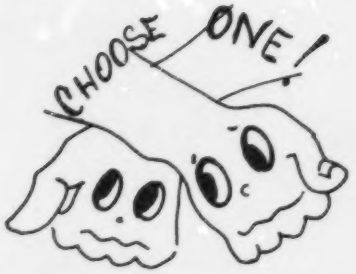


1. *Telephone the Miami Public Library and inquire as to how many branches there are and approximately the number of librarians working at all branches.*

2. *Interview the AV specialist in your library and find out such things as the number of years training this person has had, what libraries he or she has worked in, etc. Bring your answers back and report them to your librarian.*

HELLO!
CAN YOU TELL ME HOW MANY LIBRARIANS WORK AT ALL BRANCHES? AND THE NUMBER OF YEARS OF TRAINING An AV Specialist needs?
Good MORNING! "MIAMI PUBLIC LIBRARY"... MAY I HELP YOU?
SCHOOL
OH YES:
REPORT LIBRARY SKILLS
WRITE LIBRARIAN ANSWER HERE

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Paragraph 3

To prepare to become a librarian, one must usually go to a college or university for four years and then go to a special graduate school for one year for a master's degree. There are only 49 of these special schools in the U. S. and we are very fortunate in having several of them right in our immediate geographic area. One of the very best is Florida State University in Tallahassee. Their school of library science offers an M.A. (master of arts) and M.S. (master of science) in the library field and also offers a program leading to the doctoral degree. Also in our area is George Peabody College for Teachers in Tennessee, and Atlantic University and Emory University in Georgia. There is also one of these schools in Kentucky and one in Louisiana. There are other colleges offering library courses, but only 49 offer a full master's program. Requirements include graduation from an accredited four year college or university, a good record during the four years, a reading knowledge of one foreign language, and a liberal arts or general academic type of program while in college.

In WHAT SPECIAL SCHOOL WILL YOU GET YOUR MASTER'S DEGREE?
I'll GO To one OF THE BEST. THEY OFFER MA and MS
TALLAHASSEE
FSU
FLORIDA
MA and MS
Ms. Ms Ms ?
MS. SNOWWHITE
FR. VEN.

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

1. How many years of college does one usually have to have to become a professional librarian?_____

2. How many library schools are there in the U. S?_____

3. Does Florida have a library school? If so, where is it?

_____

4. What are the four requirements for admission to graduate library school?

(1) _____

(2) _____

(3) _____

(4) _____

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Go to the card catalog and see how many books the library has on colleges and universities. Find out if the library has college catalogs for the Florida and Dade County schools. Bring all these materials to the librarian so he or she can see that you have done this activity.

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Now let's relax with a puzzle about books!!!

author
adjective
book
binding
capital
date
end
fiction
hero
history
illustration
interesting
index
knowledge
list
margin
mystery
nouns
page
paragraph
pictures
poetry
punctuation
quotations
references
sentences
story
tale
title
verb
words
refer

FOUND IN BOOKS

Y R T E O P U N C T U A T I O N N O B D M
A P B C X E S G F I T W D B C P T T I S G
Z M A R G I N X I G T B E J H U K K N E N
A N G R E P E R C L N C A E N D M D N K
R S L W A A T O T B O O K S D C Y J I T J
H E N T I G O R I V U W P D A O T O N E I
S I F U A E R D O C N M P P T D N I G N O
O L S E Y M D A N S S E I L D B R E V C H
V L U T R W Z T P I C T U R E S Y M O E G
A U G E O E F R H H A M E S Y C N O J S F
D S E T H R N X M L O T L C M L I S T X E
U T D M P U Y C E S A G T N E D A R O R B
H R M Y G J D A E D A F O L L R Z R M S A
S A W S M O B O S C N B T R L O E D N R S
S T O T Q G W T R V E I S S N H O T F O D
B I W E S T O M I N T E R E S T I N G Y R
F O R R T R K N O W L E D G E U W O B M O
D N A Y Y Q U O T A T I O N S A D E S O W

Vertical - Horizontal - Diagonal

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Paragraph 4

When you work in a library you usually have a number of things in common with the professional librarian. You like libraries and enjoy looking at books and reading them. You probably like to be of service to your school. You like helping people find materials and information. In this respect, librarianship is just like teaching. Also, you probably admire good organization and wish to be part of a well-organized group. Libraries must be very orderly to be effective. Books must be in their exact places if people are to locate them readily. The catalog cards must be in perfect order. Circulation procedures must be exact. You may also be a very alert and intellectually curious person who likes to know what is going on in the world around you.

In appearance you should be clean and neat and properly dressed according to the dress code of the school. As a representative of the library, you should try to make a good impression on the public (students, teachers and visitors). Naturally you should be punctual (on time) and should refrain from gum chewing. And, you should always be polite to the people using the library. The librarian, then, is a person who is usually mentally alert and intectually curious, orderly and well-organized, and one who enjoys books and helping people. The librarian should be physically clean, neat and polite to people. Do you have any or all of these characteristics?

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

1. List as many characteristics of a librarian as you can from your reading of Paragraph 4.

_____

_____

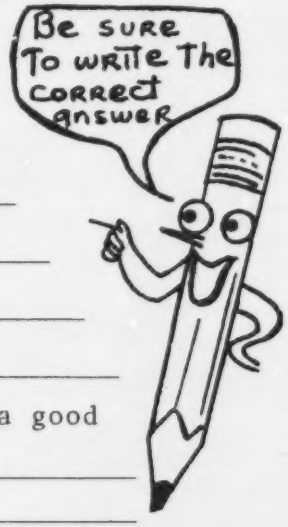
_____

.. Which of these characteristics do you have?

_____

_____

_____



3. Which do you lack? _____

_____

_____

4. Can you think of any other characteristics of a good librarian? If so, please list them. _____

_____

Here is a library tree. Can you find the characteristics of a good librarian? Unscramble them.

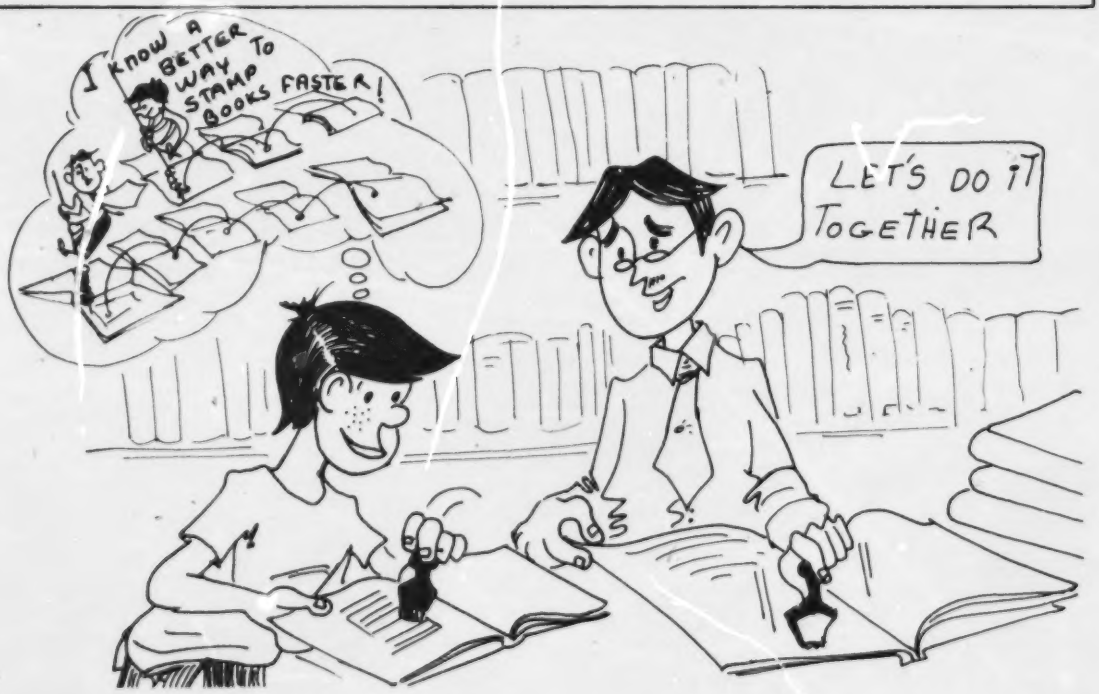
LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Paragraph 5

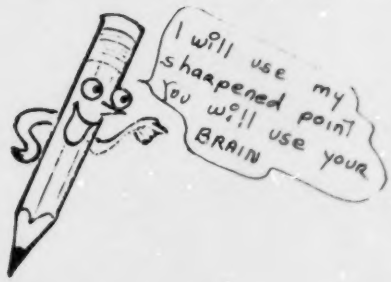
Without the student librarians, it would be impossible to operate a smooth-running, excellent school library. Student assistants check books in and out at the circulation desk, maintain good security at the door, shelve books correctly, run errands, help process books (paste pockets, stamp the library stamp in the books, tape jackets to books), sew pamphlets in pamphlet binders, insert magazines into magazine binders and do 101 other jobs too numerous to mention here. All these things can be a wonderful learning experience for you. But the librarian will also help you to learn many other important things about a library. He/she will teach you how to use the card catalog and the Readers' Guide. He/she will instruct you in the use of many reference books. You will be taught how to shelve correctly according to the Dewey Decimal System, how to use library terminology, and how to differentiate between the various parts of the book. By the time you have finished you will feel comfortable, secure, and at ease in any library. Think what this can mean to your future years in school! Knowing library skills will surely help you in preparing papers and doing bibliographies. The experience you are getting now may very well help you to get a job some day in a public library or in your college library and may indeed lead you into the field of professional librarianship!



LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER



1. Name six things that library assistants do to help run the library.

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

   f. _____

2. Name six things that you will learn about how to use a library.

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

   f. _____

3. Name two ways that your experience in the library will help you in the future.

   a. _____

   b. _____

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Paragraph 6

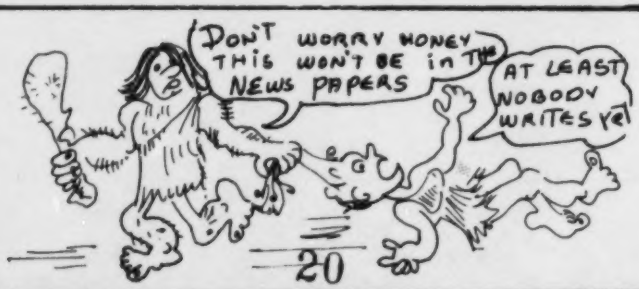
As long as there has been writing (history) there have been libraries. This is about 6000 years. People have written on clay, bone, wax, wood, animal skins, etc., to record their doings. The tragedy is that because so many of these materials are so perishable, thousands and thousands of ancient books are no longer in existence. Thus, much knowledge of ancient peoples has been forever lost. Thousands of papyrus scrolls which were first made in Egypt, have rotted away, but fortunately many do still exist. Papyrus was the writing material used throughout the civilized world for over 1000 years! To make papyrus scrolls the reed was split and then joined together by the natural sap of the plant.

Long before papyrus books were used people wrote on clay tablets and then baked the tablets. These clay books existed in Mesopotamia (now Iraq, Syria and Turkey). The language used on the tablets was called "cuneiform." Thousands of the clay tablets still exist, although the great libraries of the ancient world have long since vanished with all their contents. One such library was the Library at Alexandria (Egypt).

After the clay tablets, papyrus became popular. Then came parchment, a material made from animal skins, but it was too expensive to remain popular for long.

During the Dark Ages, books were written and illustrated by hand. This was done by monks in monasteries. Hardly anyone else knew how to read and write. The handmade books were called "illuminated manuscripts," manuscript meaning "written by hand," and illuminated meaning "lit up with color." These books were and are priceless. Many can be seen in the world's great libraries.

After the Dark Ages, paper, which had been invented about the year 105 A.D. by the Chinese, became more and more popular. All books were still handmade until a German, Johann Gutenberg, invented movable type in 1450. Manufactured books, printed on paper, made books cheap, accessible, and common. By the year 1600, libraries began to look as they do today.



LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

1. For how many years has there been history (writing)?

   _____

2. Why has much learning about ancient people been lost to us?_____

3. Which country first began using papyrus?_____

4. An early language used on clay tablets was called_____

   _____.

5. What was the name of one of the greatest ancient libraries?_____

6. Of what is parchment made?_____

7. Who invented paper?_____

8. Who invented movable type?_____

   When?_____

9. When did libraries first begin to look as they do today?

   _____

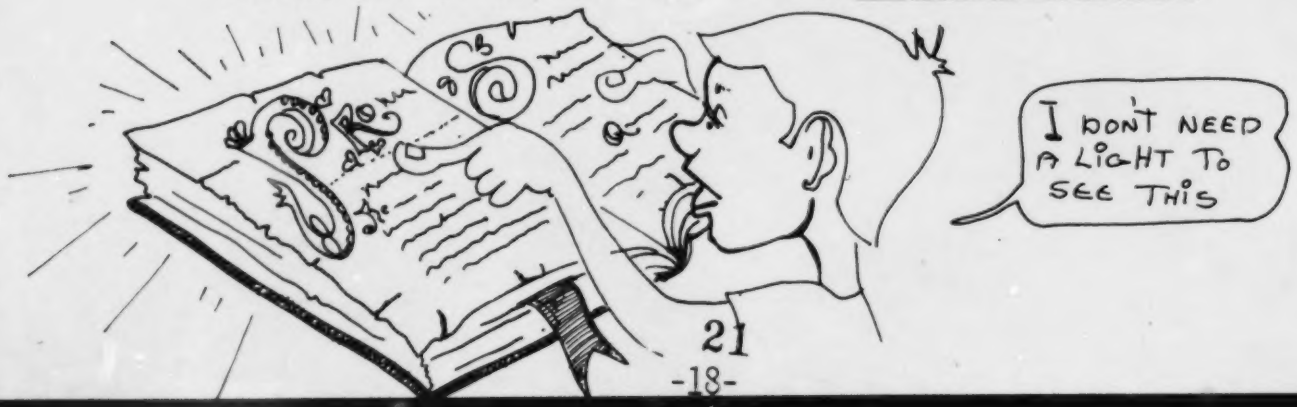
10. What is a manuscript?_____

11. What is an illuminated manuscript?_____

    _____

12. Who made illuminated manuscripts?_____

    During what period in world history?_____

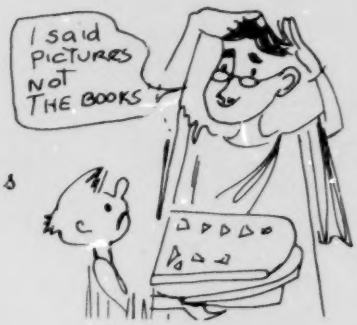


LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

1. *Look in encyclopedias and other books for the following:*
   - A. *Pictures of papyrus books*
   - B. *Pictures of clay books*
   - C. *Pictures of illuminated manuscripts*
   - D. *Pictures of Gutenberg's printing press*
2. *Show these pictures to your librarian.*



Paragraph 7

You should know a bit about the great libraries of the modern world. The largest library in the U. S. and probably in the world is the Library of Congress in Washington, D. C. It has 64,465,141 volumes (in 1971) which included 15,660,500 books and pamphlets and 30,000,000 manuscripts relative to U. S. history. Two free copies of every book published in the U.S. must be sent to the Library of Congress! Since over 1000 books are published every day it is hardly any wonder this library is so huge! The U. S. Government is also the biggest book publisher in the U. S. So many books are published by our government that the field of government documents librarian is a very specialized one. In other words to be a government documents librarian requires special training and education.

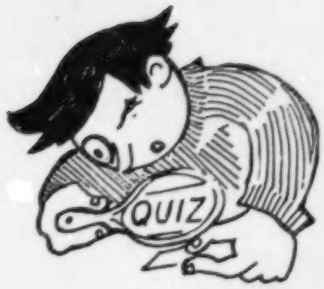
The British Museum in London, which is the national library of Great Britain is also a great library: some think the world's greatest. They may not have the quantity of books that the Library of Congress has, but they have superb quality. They have 6 million rare and important books and 60,000 manuscripts, most of them priceless.

Other great libraries are the Bibliotheque Nationale in Paris which has over 6 million printed works. The Vatican Library in Rome has ancient illuminated manuscripts. Among U.S. colleges and universities there are over 30 having in excess of 1,000,000 volumes, notably Harvard with 8,500,000 and Yale with almost 6 million. The largest public library in the U.S. is the New York Public Library with 7,500,000 books, 9,000,000 manuscripts and 300,000 maps. (Statistics furnished from Information Please Almanac for 1975 and World Almanac for 1974.)

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER



1. What is considered to be the greatest library in the world in terms of quality?_____
2. Where is this library located?_____
3. What is (probably) the largest library in the world?_____

   _____
4. Where is this library located?_____
5. What is the name of the national library of France?_____

   _____
6. Which library is renowned for having beautiful illuminated manuscripts?_____
7. Which U. S. college library has the greatest number of books?_____
8. What is the largest public library in the U. S.?_____

   _____
9. Who is the largest publisher of books and pamphlets in the United States?_____
10. Why is the field of government documents librarian such a specialized one?_____

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

1. Look in an encyclopedia or other book for a picture and an article about the Library of Congress. Show this picture to your librarian.
2. Look in an encyclopedia or other book for a picture and an article about the British Museum. Show this to your librarian.
3. Phone the Miami Public Library and ask how many volumes it has in all its branches. Relay this information to the librarian.
4. Phone the University of Miami Library and inquire as to how many volumes it has. Tell the librarian your answer.

(Choose either 3 or 4, but be sure to do questions 1 and 2 of the Hands-On Activities for Paragraph 7.)

HOW MANY VOLUMES DOES THE LIBRARY HAVE IN ALL ITS BRANCHES?
HONEY, THE LIBRARIAN IS OUT TO LUNCH BUT I ONLY CAN SEE A BIRD SINGING ON ONE OF ITS BRANCHES

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Study this list. Study the meanings and the spelling of the words.

Terminology

abridged	shortened, condensed, or cut down in size
annotation	brief description or note about the book
annual	published once a year
anonymous	author unknown or not given
anthology	a collection of poetry or prose in one book
appendix	additional material added after the body of book
article	a non-fiction piece of writing - opposite of story
atlas	a book of maps and geographical information
audio-visual	non-print material: tapes, films, records, etc.
author	the writer of the book, pamphlet, article, etc.
author card	the catalog card on which the author's name is at the top
autobiography	story of a person's life written by the person himself

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

biannual	published twice a year
bibliography	a list of books and other sources
biennial	published every two years
bimonthly	published once every two months
biography	story of a person's life written by someone else
blurb	information about the book found on the paper book jacket
body	the main portion, the text of the book
bound	put into hard cover, as magazines are bound
browse	to read a little, here and there around library

See? I'm here again. Ready to give you my "WISE" services
Your spine is O.K. but you must use a jacket to keep your skin beautiful!
DR WISE

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

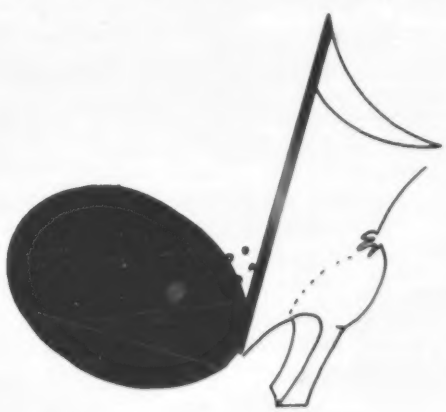
call number	number in upper left hand portion of catalog card
card catalog	a listing of all books, etc., in the library - done alphabetically
catalog	a list
charge desk	desk at which books are checked in and out
circulation	the movement of books in and out of the library
class number	the top portion of the call number - the Dewey Decimal number
collaborator	one who helps the author write the book
collate	to put loose pages in order by number
collective biography	the true lives of several people in one book
compiler	one who gathers material together
copyright	the legal protection of the author: similar to a patent for the inventor
cross-reference	reference in the card catalog to another subject as in the "see" and "see also" cards
current	up-to-date, happening now

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Dewey Decimal	method by which knowledge is divided into ten major catagories, and then further subdivided. Invented by Melvil Dewey.
edition	all copies of a book printed from the same type or plates without changes
editor	one who edits or prepares written material to be printed
end papers	the front end papers are those attached to the binding in the front of the book: the back end papers are attached to the binding in the back



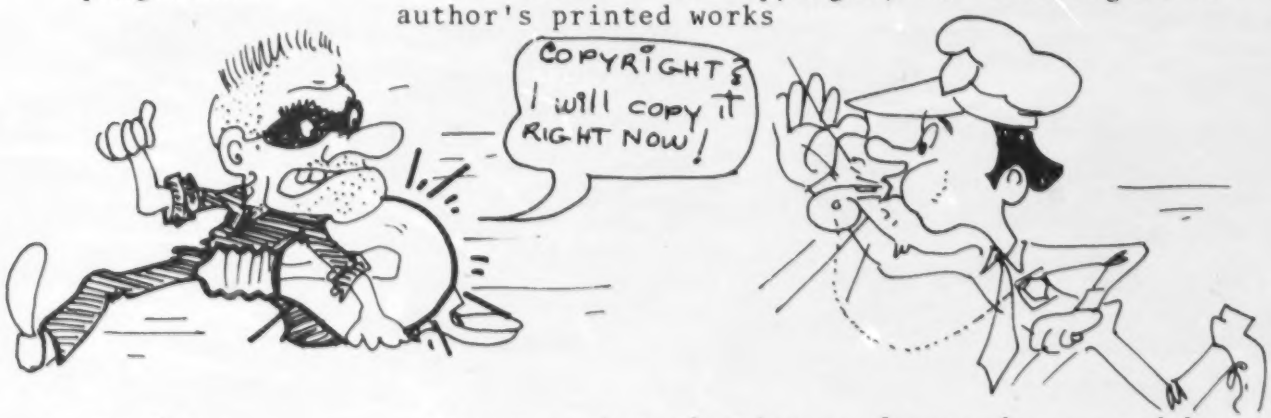
fiction	not true, made up in the author's imagination
fly leaf	a blank page at the beginning or the end of the book
footnotes	notes at the foot or the bottom of the page explaining something on the page
foreword	same as introduction or preface: a "word" that goes "before" the main body of the book
format	physical make-up or appearance of the book or magazine: size of book, type of paper used, kind of type, etc.
frontispiece	a picture that appears to the left of the title page
gazeteer	a book or section of a book dealing with geographical information
glossary	a small dictionary of terms used in the book

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

half title page	a page before the title page on which is usually just the title
index	an alphabetical listing of all the subjects in the book and the pages on which they can be found
introduction	same as foreword and preface
joint author	one who writes a book with another person
manuscript	a piece of writing written by hand
media	print and non-print (AV) materials
non-fiction	true factual writing; the opposite of fiction
pamphlet	a brochure, a leaflet, a small paper book
periodical	a magazine or newspaper; any publication that comes out at regular periods of time
plagiarism	a violation of the copyright; the stealing of an author's printed works



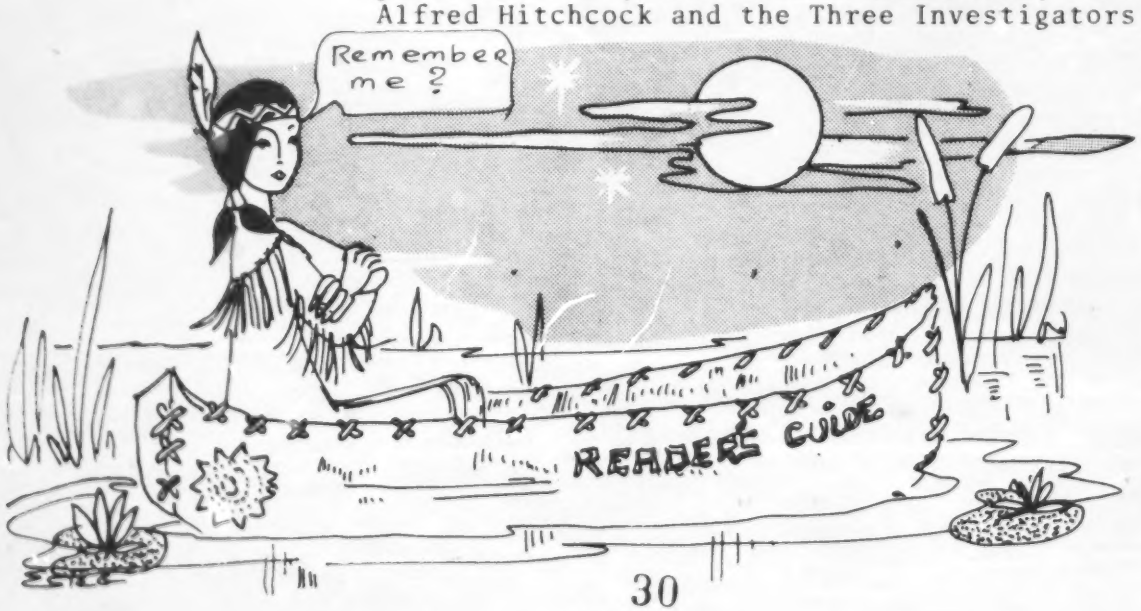
preface	same as an introduction or foreword: a word by the author, or sometimes someone else before the main body of the book
prose	the opposite of poetry: regular fiction or non-fiction writing
pseud. (pseudonym)	the name of the author which is a made-up name and not his own.
publisher	the company or persons who buy a book, etc., from an author, manufacture it and sell it; usually a large company or corporation

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

Readers' Guide	an index to the articles in popular magazines
reading shelves	to examine shelves of books to see if they are in the correct order
rebind	to bind or put into hard covers
reference	(1) to do research by studying a number of sources (2) reference books are those having important and much-used facts and statistics; they usually do not circulate outside the library
revision	changes from the original book as first published
royalties	monies earned by the author on the purchase of each copy of his book
see card	a cross-reference card leading you from the subject you have looked up in the card catalog to another subject
see also card	a cross-reference card leading you to additional subjects other than that you looked up
semi-monthly	published twice a month
serial	a story published one part at a time in a magazine or newspaper
series	several separate works, usually issued by the same publisher: as, the Watts "First Books," the Alfred Hitchcock and the Three Investigators books



LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

spine	the piece of material on the back of the book that holds the front and back covers together
statistics	facts and figures without elaboration
subject card	a catalog card on which the subject appears on the top line usually in capital letters
subscription	you pay a fixed sum of money and you receive a set number of copies of a newspaper or magazine
table of contents	that part of a book that lists the chapters or sections of the book
text	the main portion of the book: the body of the book
thesaurus	a dictionary of synonyms and antonyms
title card	a catalog card on which the title appears on the top line
title page	the page of the book which has the title of the book, the author's name, and the name of the publisher
unabridged	opposite of abridged: the complete, full-sized book
verso	the reverse side of the page; the left-hand page
vertical file	a file of pamphlets and/or newspaper clippings
volume	a book forming part of a set or series

LAP 10 - LIBRARY SKILLS

COMMUNICATIONS: A & B

LIBRARIANSHIP AS A CAREER

ADDITIONAL EXTRA CREDIT WORK

Select any one or all of the following activities:

1. *Make up a set of 20 words all starting with the same letter. Alphabetize them and show the set to the librarian.*

2. *Write a letter to Florida State University Library School, Tallahassee, Florida, and ask them for a brochure or pamphlet about the Library School.*

3. *Write a letter to Superintendent of Documents, Government Printing Office, Washington, D. C. and ask for any information they might send regarding the Office and/or any of their publications. Tell them you are a student doing this on assignment.*

4. *Look up information on any aspect of this LAP, The Vatican Library, Illuminated Manuscripts, the Dark Ages, the employment prospects for librarians. Do a one or two page report on any of these and hand in to the librarian.*